



Virginia Department of Alcoholic Beverage Control • 2901 Hermitage Road • P.O. Box 27491 • Richmond, VA 23261 • [www.abc.virginia.gov](http://www.abc.virginia.gov)

## APPLICATION FOR BANQUET LICENSE

To avoid unnecessary fees, please read the following instructions before filling out the application. Please call your local ABC office for assistance.

### LICENSE QUALIFICATIONS AND RATES

LICENSE TYPE	QUALIFICATIONS	AUTHORIZES	LICENSE FEES
Banquet	Issued to an individual for a PRIVATE event, guests by invitation. Event NOT for personal monetary gain	Beer and/or wine sales; complimentary beer, wine or mixed beverages; BYOB	\$40—State license fee + \$15—Nonrefundable fee <b>\$55—Single-day rate</b> + \$40—Each additional day
Banquet Special Event	Issued to a duly organized nonprofit corporation or association. A public or private event, conducted for an athletic, charitable, civic, educational, political or religious purpose. Event NOT for personal monetary gain.	Beer and/or wine sales; BYOB	\$40—State license fee + \$15—Nonrefundable fee <b>\$55—Single-day rate</b> + \$40—Each additional day
Mixed Beverage Special Event	Same as Banquet Special Event. (Wine/beer are not included with this license and will require an additional payment of \$55 if being sold.)	Mixed drink sales (in approved localities)	\$45—State license fee + \$15—Nonrefundable fee <b>\$60—Single-day rate</b> + \$45—Each additional day
Tasting License	Sale or giving of samples for the purpose of featuring and educating the consuming public about the alcoholic beverages being tasted.	Beer or wine or mixed beverages (in approved localities)	\$40—State license fee + \$15—Nonrefundable fee <b>\$55—Single day rate</b> + \$40—Each additional day
Mixed Beverage Club Event	Issued to a club holding a beer or wine and beer club license	On premise sale and consumption of mixed drinks by club members/ guests in approved areas on the club premises	\$35—State license fee + \$15—Nonrefundable fee <b>\$50—Single-day rate</b> + \$35—Each additional day
Manufacturer's Multi-day Banquet Special Event	Issued only to manufacturers of beer or wine	One banquet license for a special event lasting no more than three consecutive days	\$100—State license fee + \$ 15—Nonrefundable fee <b>\$115—Three-day rate</b>

**MAKE SURE YOUR FORM OF PAYMENT IS ACCEPTABLE. PLEASE SEE PAGE 2.**



## APPLICATION FOR BANQUET LICENSE

### STEP-BY-STEP INSTRUCTIONS

*It is important that you read all instructions before you enter any information on the application form. Applicants are encouraged to contact their local ABC Office for additional qualification guidelines before submitting their application.*

#### STEP 1: APPLICATION FORM

- Answer questions completely and accurately.
- Type or print legibly with black ink.
- Be sure to enter day and evening telephone numbers.
- Application must be in the name of an individual, not a group or organization. Personal data section must be completed.
- Applicant must be at least 21 years of age.
- If your event is open to the public and alcohol is being sold, print and complete page 1 of the banquet addendum and submit it with your completed application.

#### STEP 2: PROCESSING FEE AND STATE LICENSE FEE

- Please refer to the chart above.
- A nonrefundable processing fee of \$15 is included in the "single-day rate" for each type of license. For multiple days: If the event is at the same location and in the same month for more than one day, only one application fee is required.
- Determine the license fee(s) for each type of license requested.
- Make payment to VA ABC. Money orders, certified/cashier's checks or business account checks are accepted. (Business account checks must be in applicant's or organization's name.)

#### STEP 3: MAILING INSTRUCTIONS

- Mail or deliver the completed application, with payment, to the appropriate ABC Office listed below.

#### STEP 4: APPLICATION INVESTIGATION

- Upon receipt of the application form, it will be assigned to a special agent or licensing technician for investigation.
- Applicant will be contacted by an agent or technician to verify the accuracy of the information.
- Approved licenses, with time permitting, will be mailed to the address provided by the applicant. If requested, arrangements can be made to pick up the license at your local ABC Office.

#### HELPFUL HINTS

- To ensure adequate time for processing, applications should be filed in a timely manner—no later than seven (7) business days prior to the date of the affair.
- If application is not received in sufficient time for investigation to be completed, the application may be considered withdrawn.
- The following factors can increase the time needed to issue a license:
  - Applications with missing or inaccurate information
  - Applications that are contested
  - Applications that are delayed by local government review
  - Failure to submit the appropriate fee(s)

### LOCAL VA ABC OFFICES

**Abingdon Office—(276) 676-5502**

545 W. Main St., P.O. Box 205  
Abingdon, VA 24212-0205

**Alexandria Office—(703) 313-4432**

6308 Grovedale Dr.  
Alexandria, VA 22310-2551

**Chesapeake Office—(757) 424-6700**

1103 South Military Hwy.  
Chesapeake, VA 23320

**Hampton Office—(757) 825-7830**

4907 W. Mercury Blvd., P.O. Box 5226  
Newport News, VA 23605-0226

**Lynchburg Office—(434) 582-5136**

20353 Timberlake Rd., P.O. Box 10336  
Lynchburg, VA 24506-0336

**Richmond North Office—(804) 213-4620**

2901 Hermitage Rd., P.O. Box 27491  
Richmond, VA 23261-7491

**Richmond South Office—(804) 213-4624**

2901 Hermitage Rd., P.O. Box 27491  
Richmond, VA 23261-7491

**Roanoke Office—(540) 857-6565**

201 Compton St.  
Roanoke, VA 24012

**Staunton/Charlottesville Office—(540) 332-7800**

460 Commerce Square  
Staunton, VA 24401-4432



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## APPLICATION FOR BANQUET LICENSE

### STATE LICENSE FEE WAIVER

Pursuant to §4.1-111 of the Code of Virginia, **the Board may waive the state license fee for a duly organized not-for-profit corporation or association holding a nonprofit event.** A "nonprofit event" means income from the events shall not exceed expenses for the event. Fixed costs, including but not limited to, staff salaries, rent, utilities and depreciation shall not be included as expenses.

- The applicant shall sign an affidavit certifying the not-for-profit status of the corporation or association and that the event being held is nonprofit.
- The applicant may serve alcoholic beverages in any combination, the amount to be no more than that which equals the total alcohol content by volume in two kegs of beer (31 gallons).
- The granting of a waiver is limited to two events per fiscal year (July 1–June 30) for any qualifying corporation or association.

### SWORN AFFIDAVIT

*The undersigned swears or affirms that this request to waive the banquet state license fee is made on behalf of the not-for-profit corporation or association and that profits will not be generated from this event. No more than the total alcohol content by volume in two kegs (31 gallons) of beer shall be served during this event.*

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Corporation or association name \_\_\_\_\_

### NOTARIZATION REQUIRED BELOW

**Note to Notary:** You must verify the affiant's identification through documentation and have the affiant swear or affirm that the above information is true to the best of their knowledge and belief.

State of \_\_\_\_\_, county /city of \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_.

Notary: \_\_\_\_\_

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_.

Amount paid:

Receipt number:



License number:

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## APPLICATION FOR BANQUET LICENSE

### PERSONAL DATA

Applicant name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle initial) \_\_\_\_\_

Social security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

City / town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you ever been convicted of a crime or any offense involving alcoholic beverage laws, including driving while intoxicated? ☐ Yes ☐ No

*If yes, provide date, location and type of offense on a separate sheet of paper.*

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address for license: \_\_\_\_\_

City / town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### GROUP / ORGANIZATION DATA

Name of group, organization or event: \_\_\_\_\_

Does organization have a charter? ☐ Yes ☐ No

Does organization hold an IRS tax-exempt status? ☐ Yes ☐ No

Does group have regular meetings? ☐ Yes ☐ No

Total number of members in group/organization: \_\_\_\_\_

Does the group/organization have officers/directors? ☐ Yes ☐ No

If yes, what is organization's tax-exempt status? \_\_\_\_\_

Do members pay regular dues? ☐ Yes ☐ No

Applicant's relationship to group/organization: \_\_\_\_\_

### EVENT INFORMATION

Date(s) of event: \_\_\_\_\_ Time of event: From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

Street address of event: \_\_\_\_\_

City / town: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternative location in event of inclement weather: \_\_\_\_\_

Type of event: \_\_\_\_\_ Will event include auction/casino night? ☐ Yes ☐ No

Place for event: ☐ Community building ☐ Fire / rescue squad building ☐ Private home ☐ Club premises ☐ Other: \_\_\_\_\_

Who will attend? ☐ Open to public ☐ Private, by invitation only Estimated number of persons expected to attend: \_\_\_\_\_

### ALCOHOLIC BEVERAGE & FOOD INFORMATION

*The following questions are to determine which type of license (if any) is needed.*

Will tickets be sold or admission charged? ☐ Yes ☐ No If yes, cost to attend? \_\_\_\_\_

Will alcoholic beverages be included in the fee to attend? ☐ Yes ☐ No If yes, check type: ☐ Wine ☐ Beer ☐ Mixed drinks

Will alcoholic beverages be sold from a cash bar? ☐ Yes ☐ No If yes, check type: ☐ Wine ☐ Beer ☐ Mixed drinks

Will alcoholic beverages be furnished without charge? ☐ Yes ☐ No If yes, check type: ☐ Wine ☐ Beer ☐ Mixed drinks

Will bringing your own alcoholic beverages be permitted? ☐ Yes ☐ No

Will food be available? ☐ Yes ☐ No

Will food be included in fee to attend? ☐ Yes ☐ No

Will food be sold separately at the event? ☐ Yes ☐ No

Will net profits be used for any of the following purposes? ☐ Athletic ☐ Civic ☐ Political ☐ Charitable ☐ Educational ☐ Religious ☐ Other

Name of nonprofit organization to which profits will be donated: \_\_\_\_\_

Name and phone number of contact person for nonprofit organization: \_\_\_\_\_

Has the group/organization had a license before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Have you had a banquet license before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Is the event for a college group? ☐ Yes ☐ No If yes, give name and title of approving college authority: \_\_\_\_\_

### APPLICANT'S SIGNATURE

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF:

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## APPLICATION FOR BANQUET LICENSE

### ABC USE ONLY (SPECIAL AGENT)

- ☐ Banquet
- ☐ Banquet Special Event
- ☐ Mixed Beverage Special Event
- ☐ Banquet / Mixed Beverage Special Event
- ☐ Tasting License
- ☐ Mixed Beverage Club Event
- ☐ Banquet / Mixed Beverage Club Event
- ☐ Manufacturer's Multi-day Banquet Event

Person(s) contacted: \_\_\_\_\_

Objection to issuance: ☐ Yes ☐ No If yes, list: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of investigation: \_\_\_\_\_ Recommendation: \_\_\_\_\_

If refund due, provide address: \_\_\_\_\_

\_\_\_\_\_

Territory number: \_\_\_\_\_ Code number: \_\_\_\_\_ Special Agent: \_\_\_\_\_

### ABC USE ONLY (SPECIAL AGENT IN CHARGE)

☐ **APPROVED**

☐ **HEARING**

☐ **WITHDRAWN**

- ☐ Banquet
- ☐ Banquet Special Event
- ☐ Mixed Beverage Special Event
- ☐ Banquet / Mixed Beverage Special Event
- ☐ Tasting License
- ☐ Mixed Beverage Club Event
- ☐ Banquet / Mixed Beverage Club Event
- ☐ Manufacturer's Multi-day Banquet Special Event

State license fee waiver approved? ☐ Yes ☐ No

Refund authorized? ☐ Yes ☐ No If yes, amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Special Agent in Charge: \_\_\_\_\_